

J. Wickers, Cat



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REQUIREMENTS

for

DIPLOMAS

1963-1964

PART A

REORGANIZED PROGRAMMES OF STUDY

Grades 9 and 10 of the Elementary Schools

(Effective in Grades 9 and 10 in September, 1963)

PART B

CONTINUING PROGRAMMES OF STUDY

Grades 9 and 10 of the Elementary Schools

(Continuing in September, 1963)

Issued by
Authority of
The Minister
of Education



ONTARIO

DEPARTMENT OF EDUCATION

REQUIREMENTS

for

DIPLOMAS

1963-1964

PART A

REORGANIZED PROGRAMMES OF STUDY

Grades 9, 10, 11 and 12 of the Secondary Schools

Grades 9 and 10 of the Elementary Schools

(Effective in Grades 9 and 10 in September, 1963)

PART B

CONTINUING PROGRAMMES OF STUDY

Grades 9, 10, 11, 12 and 13 of the Secondary Schools

Grades 9 and 10 of the Elementary Schools

(Continuing in September, 1963)

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FOREWORD

Principals of secondary schools will find in Part A of this Circular information regarding the organization of programmes of study in three main Branches of secondary education as announced by the Minister of Education on August 28, 1961, and effective, beginning in Grade 9 classes, on September 4, 1962. The proposed allotments of teaching time are those ordinarily considered necessary for the satisfactory teaching of the respective subjects, but it is to be understood that minor modifications of these may be made where necessary to meet special local conditions.

With the approval of the school board concerned, a principal may introduce wholly or in part the reorganized secondary school programmes of study described in Part A, commencing with Grade 9 in September, 1963, and continuing thereafter as the pupils proceed to the higher grades. It is recognized that the extent to which the reorganized general plan may be adopted in any school will depend on the enrolment, type of accommodation available, qualifications of teaching staff, and the specialization of function where there is more than one school in a local secondary school system. It should, however, be practicable to offer the Four-Year Programme and the Five-Year Programme in any school having at least two classes in each of Grades 10, 11, and 12.

Attention is drawn to the sections entitled (i) **Suggestions and Recommendations**, (page 37), (ii) **Promotions and Transfers**, (page 40), (iii) **Information Regarding Diplomas and Certificates**, (page 41), and to information and special notes which have been entered since the issue of this Circular in February, 1962.

Part B of this Circular deals with the organization of programmes and subjects of study in Grade 9 classes not brought under the reorganized plan in September, 1963, and also in classes of the higher grades where the general plan described in Circular H.S. 1, 1961-62 remains in effect as the pupils complete their studies leading to Departmental diplomas.

PART A

REORGANIZED PROGRAMMES OF STUDY

The programmes of study described below permit, subject to limitations of accommodation, enrolment, and teaching staff, the provision of courses that offer a good general education and are adapted to the requirements of pupils having varied interests, abilities, career plans, and educational objectives. In organizing his school under the programmes of study described in Part A, the principal should endeavour to make as fully as is practicable those arrangements which will permit pupils to enrol in courses suited to their special aptitudes and interests.

The development of the full potential capacity of each pupil by the promotion of interested, sustained effort throughout the full programme of study in which he is enrolled must be a basic consideration in planning the organization of the school.

The value of careful and judicious counselling of pupils with regard to the branch, programme, and optional subjects to be selected must be emphasized.

It is desirable that the school timetables (a) provide flexibility in the choice of optional subjects available in each Branch or Programme, (b) facilitate the transfer of pupils from one programme to another within a Branch, and (c) permit such transfer without loss of time in the case of well-qualified pupils who have completed the prerequisites or have only limited deficiencies to overcome.

With minor exceptions noted hereafter, the obligatory and optional subjects are the same in Grade 9 for each of the three branches leading, respectively, to the type of career indicated by the name of the branch. The Grade 13 course in the Five-Year programme of each branch is the same with regard to subjects of study, standards, and the diploma awarded. Candidates in all branches will write the same Grade 13 examination papers in the subjects concerned.

Note 1.—After September 1, 1962, the courses of study in the respective subjects of Grade 9, and subsequently in the higher grades, including subjects taken in classes that remain on the former basis of organization, shall be those designated in 1962 and thereafter for purposes of the reorganized programmes of study. Within the general plan prescribed for each course, topics of study may be modified, if so desired, by local curriculum committees, subject, for purposes of diplomas or certificates, to consultation with the appropriate officials of the Department of Education before the 1st day of October in the school year concerned.

Note 2.—(a) French-speaking pupils may study French Language and Literature (Français) instead of French for English-speaking pupils in all grades of the Programmes of each Branch as described in Part A where French is an obligatory or optional subject.

(b) The time for the teaching of French Language and Literature to French-speaking pupils may, where practicable in view of the requirements of other subjects, be increased beyond that indicated in this Circular for the teaching of French to pupils who are acquiring the language.

REORGANIZED PROGRAMS OF STUDY

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ARTS AND SCIENCE BRANCH

FIVE-YEAR PROGRAMME

The Five-Year Programme in this Branch makes provision for pupils of good general ability who desire to proceed to Grade 13 (a) to secure the further education leading to the Secondary School Honour Graduation Diploma, or (b) to qualify for admission to a university course, to Teachers' College, or to other further studies for which the successful completion of work in Grade 13 is required.

A pupil who completes successfully four years of the Five-Year Programme in this Branch according to the requirements stated below will be awarded a Secondary School Graduation Diploma endorsed as qualifying him for admission to Grade 13.

A pupil who completes successfully the Grade 11 or the Grade 12 requirements in the Five-Year Programme of this Branch may be admitted to a special one-year course in Business, Commercial Work, Home Economics, or Vocational Art. A pupil who has met the minimum requirements for admission stated on page 28 may enter upon a special one-year course in Technical Subjects.

A day pupil of the provincial secondary schools who meets the Grade 13 requirements stated elsewhere in this Circular will be awarded a Secondary School Honour Graduation Diploma, as formerly.

SUBJECTS OF STUDY

	GRADE 9	
	Teaching Periods	
Obligatory Subjects	45-period week	40-period week
English	7	6
History	4	3
Geography	4	3
Physical Education	4	4
Mathematics	5(6)	5
Science	5(6)	5
French*	5(6)	5
Group Guidance	1	1
	<u>35(36)</u>	<u>32</u>
Optional Subjects—Any one or two of		
Latin	5(4)(3)	4(3)
Art or Music	5(4)	4
Industrial Arts or Technical Subjects	5(4)	4
Home Economics	5(4)	4
Agriculture	5(4)	4
Business Practice or Typewriting	5(4)	4
	<u>10(9)</u>	<u>8</u>
TOTAL PERIODS	45	40

Note 1.—If in any class only one option is provided, additional teaching time should be assigned to obligatory subjects.

Note 2.—The division of time between obligatory subjects and the optional subjects (two options) in Grade 9 should be approximately 80% and 20%.

Note 3.—The study of Latin may be begun, as formerly, in either Grade 9 or Grade 10.

*Note 4.—When a sufficient number of pupils on entering Grade 9 declare, with their parents' concurrence, that they wish to take the Four-Year Programme and have no intention of proceeding to university, the principal may organize a class (or classes) in which either an additional option is taken in place of French or the teaching time for French is distributed among the remaining obligatory and optional subjects. In the latter case, a minimum of two optional subjects must be taken. Such pupils cannot enter Grade 10 of a Five-Year Programme unless they commence the study of a second language in that grade.

Note 5.—The assignment of double option time is not permitted in Grade 9 classes of this Branch.

Note 6.—Social studies may be offered as an alternative to History and Geography in Grades 9 and 10 of all Branches.

Note 7.—Alternative numbers of teaching periods are shown in brackets.

GRADE 10

Obligatory Subjects	Teaching Periods	
	45-period week	40-period week
English	7(8)	6(7)
History	4	3
Geography	4	3
Physical Education	4	4
Mathematics	5(6)	5
Science	5(6)	5
A second language (from options below)	5	5
	<hr/> 34(37)	<hr/> 31(32)
Optional Subjects—Any one or two of		
Art or Music	5(4)	4
Industrial Arts or Technical Subjects	5(4)	4
Home Economics	5(4)	4
Agriculture	5(4)	4
Business Practice or Typewriting	5	4(5)
French, Latin, Greek, German, Spanish, Italian, Russian	5(6)	5
	<hr/> 10(8)	<hr/> 9(8)
TOTAL PERIODS	44(45)	40

Note 1.—If in any class only one option is provided, additional teaching time should be assigned to obligatory subjects.

Note 2.—Capable pupils in the Five-Year Programme should study subjects requisite to the taking of five options in Grades 11 and 12.

Note 3.—A pupil may be permitted to enter upon the study of Commercial Work, Industrial Arts or Technical Subjects, Home Economics, Art or Music, or Agriculture as an option in Grades 11 and 12 only if he has completed successfully the course in the subject in Grade 9 or Grade 10, or both these grades.

Note 4.—A pupil who plans to take the Grade 13 course in Biology should include Science among his optional subjects in Grades 11 and 12.

GRADES 11 AND 12

Obligatory Subjects	Teaching Periods	
	45-period week	40-period week
English	8(7)	7(6)
History (World History, Part I; World History, Part II)	5	5
Physical Education	4	4
	<hr/> 17(16)	<hr/> 16(15)
Optional Subjects—Any three of		
Mathematics (Geometry; Algebra)	6(5)	5
Science (Physics; Chemistry)	6(5)	5
Geography (Geography, Part I; Geography, Part II)	6(5)	5
French, Latin, Greek, German, Spanish, Italian, Russian	6(5)	5
	<hr/> 18(15)	<hr/> 15
and		
One or two of		
Optional subjects not chosen above	5(6)	5
Commercial Work	5(4)	4
Industrial Arts or Technical Subjects	5(4)	4
Home Economics	5(4)	4
Art or Music	5(4)	4
Agriculture	5	5
	<hr/> 10	<hr/> 9(8)
TOTAL PERIODS	45	40

Note 1.—If in any class only one option in the second group is provided, additional time should be assigned to other subjects.

Note 2.—Capable pupils in the Five-Year Programme should be encouraged to take five options in Grades 11 and 12. (See Note 2 under Grade 10.)

Note 3.—Where his future work will be aided by the arrangement, a pupil may be permitted to take an option in the Five-Year Programme of one of the two other Branches instead of an option listed above for these grades.

Note 4.—Pupils who plan to enter university should continue in Grades 11 and 12 the study of a language in addition to English.

Note 5.—In order to qualify for the Secondary School Graduation Diploma at the end of Grade 12 in the Five-Year Programme, a pupil in Grades 11 and 12 shall complete either four or five options of which at least three must be from the first group listed above. An option chosen in Grade 11 in the Five-Year Programme shall be continued in Grade 12.

BUSINESS AND COMMERCE BRANCH

FIVE-YEAR PROGRAMME

The Five-Year Programme in this Branch makes provision for pupils of good general ability who will find studies in Business and Commerce of advantage in their future careers and who desire to proceed to Grade 13 (a) to secure the further education leading to the Secondary School Honour Graduation Diploma, or (b) to qualify for admission to a university course, to Teachers' College, or to other further studies for which the successful completion of work in Grade 13 is required.

In this Branch two different fields of specialization are provided. One features the attainment of a high degree of secretarial competence by the end of Grade 12; the other specializes in Accounting and Business Management. Reference should be made to Curriculum R.P. 31 (1963) for arrangement of the courses and details of their content.

A pupil who completes successfully four years of the Five-Year Programme in this Branch according to the requirements stated below will be awarded a Secondary School Graduation Diploma endorsed as qualifying him for admission to Grade 13.

A pupil who completes successfully the Grade 11 or the Grade 12 requirements in the Five-Year Programme of this Branch may be admitted to a special one-year course in Business, Commercial Work, Home Economics, or Vocational Art. A pupil who has met the minimum requirements for admission stated on page 28 may enter upon a special one-year course in Technical Subjects.

A day pupil of the provincial secondary schools who meets the Grade 13 requirements stated elsewhere in this Circular will be awarded a Secondary School Honour Graduation Diploma, as formerly.

For a pupil enrolled in this Five-Year Programme approximately 20 per cent of the instructional time in each of Grades 9, 10, 11, and 12 will be devoted to Business and Commercial subjects.

SUBJECTS OF STUDY

GRADE 9

Obligatory Subjects	Teaching Periods	
	45-period week	40-period week
English	7	6
History	4	3
Geography	4	3
Physical Education	4	4
Mathematics	5(6)	5
Science	5(6)	5
French*	5(6)	5
Commercial Subjects†	10(9)	8
Group Guidance	1	1
TOTAL PERIODS	45	40

- Note 1.—The division of time between the non-commercial subjects and the commercial subjects in Grade 9 of this Programme should be approximately 80% and 20%.
- *Note 2.—When a sufficient number of pupils on entering Grade 9 in this Branch declare, with their parents' concurrence, that they wish to take the Four-Year Programme and have no intention of proceeding to university, the principal may organize a class (or classes) which will take an alternative subject (or option) from another Grade 9 programme in place of French. Such pupils cannot enter Grade 10 of a Five-Year Programme unless they commence the study of a second language in that grade.
- Note 3.—In Vocational Schools which do not have an Arts and Science Branch two periods weekly in Music or Art may be provided in lieu of two periods for Commercial Subjects in one or more of Grades 9, 10, 11, and 12.
- †Note 4.—The Commercial Subjects are Business Practice and Typewriting.

GRADE 10

Obligatory Subjects	Teaching Periods	
	45-period week	40-period week
English	7(8)	6
History	4	3
Geography	4	3
Physical Education	4	4
Two of:		
Mathematics	5(6)	5
Science	5(6)	5
Latin	5(6)	5
Another Language*	5(6)	5
and	34(36)	31
Business or Commercial Subjects	10(9)	9
TOTAL PERIODS	44(45)	40

*One of the following may be chosen: French, German, Greek, Spanish, Italian, Russian or Latin (if not an alternative to Mathematics or Science).

NOTE—The division of time in Grade 10 between the other subjects and Business or Commercial subjects should be approximately 80% and 20%.

GRADES 11 AND 12

Obligatory Subjects	Teaching Periods	
	45-period week	40-period week
English	8(7)	7(6)
History (World History, Part I; World History, Part II)	5	5
Physical Education	4	4
Business or Commercial Subjects	10	9(8)
	27(26)	25(24)

Optional Subjects—Any three of

Geography (Geography, Part I; Geography, Part II)	6(5)	5	
Mathematics (Geometry; Algebra)	6(5)	5	
Science (Physics; Chemistry)	6(5)	5	
French, Latin, Greek, German, Spanish Italian, Russian	6(5)	5	
	<hr/> 18(15)	<hr/> 15	
TOTAL PERIODS	45		40

Note 1.—In Grades 11 and 12 approximately 20% of the time should be devoted to Business and Commercial Subjects.

Note 2.—Pupils in the Five-Year Programme of this Branch who plan to enter university should continue the study of a language in addition to English in Grades 11 and 12.

Note 3.—A pupil in the Five-Year Programme of this Branch who obtains standing in three options of Grades 11 and 12 and standing equivalent to a single option in Business or Commercial Subjects of these grades may be recommended by the principal for a four-option Secondary School Graduation Diploma in the Five-Year Programme of the Arts and Science Branch. This diploma will be endorsed as qualifying the pupil for admission to Grade 13.

Note 4.—In the development phase it may be necessary to permit, for the Business Subjects, class groups having fewer than the minimum number of pupils stated in 3(a), page 38. Although indiscriminate grouping should not be permitted, several effective combinations, as outlined in Curriculum R.P. 31 (1963), can be made.

SCIENCE, TECHNOLOGY, AND TRADES BRANCH

FIVE-YEAR PROGRAMME

The Five-Year Programme in this Branch, as in the two other Branches described herein, leads to the Secondary School Honour Graduation Diploma and enables pupils of good general ability to qualify for admission to a university course, to Teachers' College, or to other further studies for which successful completion of work in Grade 13 is required. It provides for pupils who plan upon graduation from secondary school to enter upon work such as indicated by the name of the Branch, an opportunity to study subjects having a special relationship to their future careers. It also offers to those who may not enter upon such careers but desire the advantages of secondary education to the Grade 13 level the opportunity to take courses of particular interest or value in a future vocation.

A pupil who completes successfully four years of the Five-Year Programme in this Branch according to the requirements stated below will be awarded a Secondary School Graduation Diploma endorsed as qualifying him for admission to Grade 13.

A day pupil of the provincial secondary schools who meets the Grade 13 requirements stated elsewhere in this Circular will be awarded a Secondary School Honour Graduation Diploma, as formerly.

A pupil who completes successfully the Grade 11 or the Grade 12 requirements in the Five-Year Programme of this Branch may be admitted to a special one-year course in Business, Commercial Work, Home Economics, or Vocational Art. A pupil who has met the minimum requirements for admission stated on page 28 may enter upon a special one-year course in Technical Subjects.

SUBJECTS OF STUDY

GRADE 9

Obligatory Subjects	Teaching Periods	
	45-period week	40-period week
English	7	6
History	4	3
Geography	4	3
Physical Education	4	4
Mathematics	5(6)	5
Science	5(6)	5
French*	5(6)	5
Group Guidance	1	1
and one of	35(36)	32
Technical Subjects or Home Economics or Vocational Art	9(10)	8
TOTAL PERIODS	45	40

Note 1.—The division of time between the other subjects listed above and Technical Subjects, Home Economics, or Vocational Art, should be approximately 80% and 20%.

*Note 2.—When a sufficient number of pupils on entering Grade 9 in this Branch declare, with their parents' concurrence, that they wish to take the Four-Year Programme and have no intention of proceeding to university, the principal may organize a class (or classes) in which they will take in place of French either additional time in one of Technical Subjects, Home Economics, or Vocational Art or an alternative option provided in the Grade 9 programme of the Arts and Science Branch. Such pupils cannot enter Grade 10 of the Five-Year Programme unless they commence the study of a second language in that grade.

Note 3.—In Vocational Schools which do not have an Arts and Science Branch two periods weekly in Music or Art may be provided in lieu of two periods for Technical Subjects or Home Economics in one or more of Grades 9, 10, 11, and 12. Music only may be provided in lieu of two periods of Vocational Art.

GRADE 10

Obligatory Subjects	Teaching Periods	
	45-period week	40-period week
English	7(8)	6
History	4	3
Geography	4	3
Physical Education	4	4
Mathematics	5(6)	5
Science	5(6)	5
A second language*	5(6)	5
	<hr/> 34(36)	<hr/> 31
and one of		
Technical Subjects or Home Economics or Vocational Art	10(9)	9
TOTAL PERIODS	45	40

*One of the following may be chosen: French, Latin, German, Greek, Spanish, Italian, Russian.

NOTE—The division of time between the other subjects listed above and that assigned to Technical Subjects or Home Economics or Vocational Art should be approximately 80% and 20%.

GRADES 11 AND 12

Obligatory Subjects	Teaching Periods	
	45-period week	40-period week
English	8(7)	7(6)
History (World History, Part I; World History, Part II)	5	5
Physical Education	4	4
and one of		
Technical Subjects or Home Economics or Vocational Art	10(9)	9
	<hr/> 27(26)	<hr/> 25(24)
Optional Subjects—Any three of		
Mathematics (Geometry; Algebra)	6(5)	5
Science (Physics; Chemistry)	6(5)	5
Geography (Geography, Part I; Geography, Part II)	6(5)	5
French, Latin, German, Greek, Spanish, Italian, Russian	6(5)	5
	<hr/> 18(15)	<hr/> 15
TOTAL PERIODS	45	40

Note 1.—As in Grades 9 and 10 of this Branch, approximately 20% of the time is to be devoted to Technical Subjects or Home Economics or Vocational Art.

Note 2.—Pupils in the Five-Year Programme of this Branch who plan to enter university should continue the study of a language in addition to English in Grades 11 and 12.

Note 3.—Pupils who take Home Economics are advised to select Mathematics and Science as optional subjects.

Note 4.—A pupil in the Five-Year Programme of this Branch who obtains standing in three options of Grades 11 and 12 and standing equivalent to a single option in Technical Subjects, Home Economics, or Vocational Art of these Grades may be recommended by the principal for a four-option Secondary School Graduation Diploma in the Five-Year Programme of the Arts and Science Branch. This diploma will be endorsed as qualifying the pupil for admission to Grade 13.

TECHNICAL SUBJECTS

GRADES 11 AND 12

of the Five-Year Programme in the Science, Technology, and Trades Branch

Drafting, Architectural

Drafting, Mechanical

Electricity

Electronics

Industrial Chemistry

Industrial Physics

Machine Shop

Note 1.—The courses offered shall be technological in nature.

Note 2.—In Grade 11, a pupil shall select two from the list of Technical Subjects above. One of these must be continued in Grade 12 and the other completed in Grade 11. Another technical subject must be selected in Grade 12.

Note 3.—With the prior approval of the Minister, alternative technical subjects may be taken in schools unable to offer one or more of the technical subjects listed above.

ARTS AND SCIENCE BRANCH

FOUR-YEAR PROGRAMME

The Four-Year Programme in this Branch is designed to provide a well-integrated secondary school education, based throughout on sound standards as to curriculum and achievement, for those pupils possessing good general ability whose particular interests it will serve better than one of the alternative programmes. It may be expected that, after careful consideration and with the benefit of good counselling, pupils will enter upon this programme for such reasons as are stated below.

- (a) They do not plan to proceed to university or other studies that require standing in Grade 13 subjects.
- (b) They expect to spend only four years in a secondary school and desire (i) to obtain a good general education that will aid them in their future careers, (ii) to qualify for the Secondary School Graduation Diploma as a record of success in secondary school studies.
- (c) Their plans for employment do not require specialized education in secondary school and they lack definite interest in the study of business, commercial, or technical subjects, or their prospective employment will offer specific on-the-job training for which a good basic education is regarded as the best preparation.
- (d) They desire the opportunity to study subjects of particular interest and value to them that cannot be made available in a Five-Year Programme.
- (e) They recognize, on the basis of their achievement in earlier grades (which may include Grade 9), that the courses in the Four-Year Programme are best suited in content and requirements to their particular abilities and are more likely, therefore, to enable them to gain success and satisfaction from their studies.
- (f) They have found themselves unsuited to the requirements of the Five-Year Programme and have been given the opportunity to transfer to studies from which they will derive more advantage during four years in a secondary school.

Pupils who complete successfully the Four-Year Programme in this Branch will be awarded a Secondary School Graduation Diploma.* Those who gain this standing and desire more specific preparation for employment may be admitted to a special one-year course in Business, Commercial Work, Technical Subjects, Home Economics, or Vocational Art.

*See Information Regarding Diplomas and Certificates, page 41.

SUBJECTS OF STUDY

GRADE 9

Obligatory Subjects	Teaching Periods	
	45-period week	40-period week
English	7	6
History	4	3
Geography	4	3
Physical Education	4	4
Mathematics	5(6)	5
Science	5(6)	5
French*	5(6)	5
Group Guidance	1	1
	<hr/> 35(36)	<hr/> 32
Optional Subjects—Any one or two of		
Latin	5(4) (3)	4(3)
Art or Music	5(4)	4
Industrial Arts or Technical Subjects	5(4)	4
Home Economics	5(4)	4
Agriculture	5(4)	4
Business Practice	5(4)	4
or		
Typewriting	5	4
	<hr/> 10(9)	<hr/> 8
	TOTAL PERIODS	
	45	40

Note 1.—If in any class only one option is provided, additional teaching time should be assigned to obligatory subjects.

Note 2.—The division of time between obligatory subjects and optional subjects (two options) in Grade 9 should be approximately 80% and 20%.

Note 3.—The study of Latin may be begun, as formerly, in either Grade 9 or Grade 10.

*Note 4.—When a sufficient number of pupils on entering Grade 9 declare, with their parents' concurrence, that they wish to take the Four-Year Programme and have no intention of proceeding to university, the principal may organize a class (or classes) in which either an additional option is taken in place of French or the teaching time for French is distributed among the remaining obligatory and optional subjects. In the latter case, a minimum of two optional subjects must be taken. Such pupils cannot enter Grade 10 of a Five-Year Programme unless they commence the study of a second language in that grade.

Note 5.—The assignment of double option time is not permitted in Grade 9 classes of this Branch.

GRADE 10

Obligatory Subjects	Teaching Periods	
	45-period week	40-period week
English	7(8)	6(7)
History	4	3
Geography	4	3
Physical Education	4	4
	<hr/> 19(20)	<hr/> 16(17)

Optional Subjects—Any four or five of

Mathematics	5(6)	5
Science	5(6)	5
French	5(6)	5
Latin	5	5
Another Language* (see below)	5	5
Agriculture	5(4)	5(4)
Industrial Arts or Technical Subjects	5(4)	4
Home Economics	5(4)	4
Art	5(4)	4
Music	5(4)	4
Business and Commercial Subjects	5	5
Distributive Education†	5	5
	<hr/> 25	<hr/> 23

TOTAL PERIODS

45

40

*German, Greek, Spanish, Italian, Russian.

†Ref. Curriculum I. & S. 8. Subjects such as Retailing, Salesmanship, Advertising and Display.

Note 1.—In classes having fewer than five optional subjects additional teaching time should be assigned to the subjects studied.

Note 2.—A pupil may be permitted to enter upon the study of Commercial Work, Industrial Arts or Technical Subjects, Art, Music, Agriculture, or Home Economics as an optional subject in Grades 11 and 12 only if he has completed successfully the course in the subject in Grade 9 or Grade 10, or both these grades.

Note 3.—Optional subjects other than Commercial Subjects, Technical Subjects, Home Economics, or Art (if Vocational Art is offered) may be assigned double teaching time. A pupil may undertake the study of only one double option (to be counted as two options).

Note 4.—Pupils in Grade 10 of the Four-Year Programme in either of the two other Branches may take an option listed above that is not available in that Branch.

Note 5.—Subject to the prior approval of the Minister, a Board may authorize the inclusion in the optional subjects of study of a subject not listed above that is of special interest and value for pupils in the school district.

Note 6.—A pupil who has demonstrated special aptitude and interest in a subject and who, in the opinion of the principal, would benefit from taking that subject in a class of the Five-Year Programme may do so if the timetable permits. This provision applies in Grades 10, 11, and 12 of any Branch.

GRADES 11 AND 12

Obligatory Subjects	Teaching Periods	
	45-period week	40-period week
English	7(8)	6(7)
History (Grade 11)	5	5
Economics (Grade 12)	5	5
Physical Education	4	4
	16(17)	15(16)
Optional Subjects—Any (four or five of		
Mathematics	5(6)	5
Science	5(6)	5
Geography	5	5
French	5(6)	5
Latin	5	5
Another language* (see below)	5	5
Agriculture	5(4)	5(4)
Industrial Arts or Technical Subjects	5(4)	4
Home Economics	5(4)	4
Art	5(4)	4
Music	5(4)	4
Business and Commercial Subjects	5	5
or		
Distributive Education†	5	5
Contemporary Society and Thought‡	5	5
Modern World Affairs	5	5
Speech and Drama	5	5
Modern Literature	5	5
Biology	5	5
Geology and Mineralogy	5	5
Psychology & Sociology	28	24
	TOTAL PERIODS	45
		40

*German, Greek, Spanish, Italian, Russian.

†Ref. Curriculum I. & S. 8. Subjects such as Retailing, Salesmanship, Advertising and Display.

‡This subject and those below are additional options in the Four-Year Programme, Arts and Science Branch, for which courses of study with, possibly, some changes in titles, are

being prepared with a view to their introduction in September, 1964. **Contemporary Society and Thought** will include the elements of psychology, philosophy, and sociology, and **Modern World Affairs** will be a critical study of major international problems and relationships. Information regarding the courses in **Speech and Drama** and in **Modern Literature** will be found in Curriculum RP-4 (English), September, 1962. Further information about new courses indicated will be given later.

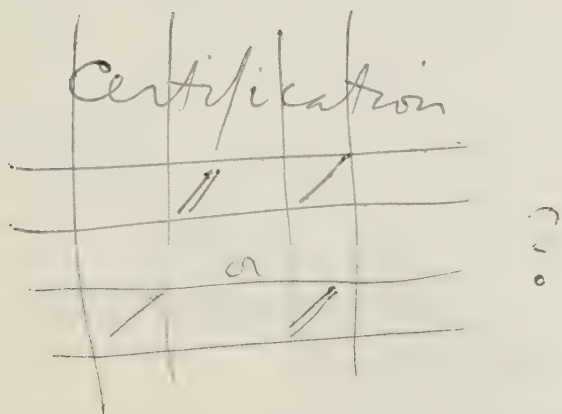
Note 1.—The optional subjects chosen by a pupil on entering Grade 11 should normally be continued in Grade 12 but with the approval of the principal a pupil may complete one subject in Grade 11 of this Branch and Programme and select another to be completed in Grade 12 in order to constitute an option. A sequence through Grades 11 and 12 must be followed in at least two options.

Note 2.—Double teaching time may be assigned to one optional subject in these grades other than Business or Commercial Subjects, Technical Subjects, Home Economics, or Art (if Vocational Art is offered). If the study of the course is completed successfully, credit may be given for two options.

Note 3.—Either **Contemporary Society and Thought** or **Modern World Affairs** may be taken in Grade 11 or Grade 12 but both these courses should not be taken concurrently in one of these grades.

Note 4.—Pupils in Grades 11 and 12 of the **Four-Year Programme** in either of the two other Branches may take an option listed above that is not available in that Branch.

Note 5.—Subject to the prior approval of the Minister, a Board may authorize the inclusion in the optional subjects of study of a subject not listed above that is of special interest and value for pupils in the school district.



BUSINESS AND COMMERCE BRANCH

FOUR-YEAR PROGRAMME

The Four-Year Programme in this Branch provides for pupils who are specially interested in the study of business and commercial subjects and have the necessary aptitudes an opportunity to obtain both a good secondary school education in basic subjects and the specialized skills that lead to employment in commerce and industry. Capable pupils may further qualify themselves for employment and advancement in these fields by the study of courses in Data Processing, Business Finance, Business Organization and Management, and other senior business subjects.

Pupils who meet satisfactorily the requirements of this Four-Year Programme will be awarded a Secondary School Graduation Diploma and are also eligible for admission to a special one-year course in Business, Commercial Subjects, Technical Subjects, Home Economics, or Vocational Art.

Reference should be made to Curriculum R.P. 31 (1963) for information regarding business and commercial subjects that may be taught in the several grades and desirable sequences in the instruction.

SUBJECTS OF STUDY

GRADE 9

Obligatory Subjects	Teaching Periods	
	45-period week	40-period week
English	7	6
History	4	3
Geography	4	3
Physical Education	4	4
Mathematics	5(6)	5
Science	5(6)	5
French*	5(6)	5
Group Guidance	1	1
	<hr/>	<hr/>
and	35(36)	32
Business and Commercial Subjects	10(9)	8
TOTAL PERIODS	45	40

Note 1.—The division of time between non-commercial subjects and commercial subjects in Grade 9 of this Branch should be approximately 80% and 20%.

•Note 2.—When a sufficient number of pupils on entering Grade 9 in this Branch declare, with their parents' concurrence, that they wish to take the Four-Year Programme only and have no intention of proceeding to university, the principal may organize a class (or classes) in which the time provided for French is allotted to Commercial Subjects or any option of Grade 9 (Arts and Science) or is distributed among other obligatory subjects. Such pupils cannot enter Grade 10 of a Five-Year Programme unless they commence the study of a second language in that grade or in Grade 11 of schools where no second language is begun in Grade 10.

Note 3.—In Vocational Schools which do not have an Arts and Science Branch two periods weekly in Music or Art may be provided by taking one period from each of two other subjects in Grade 9 of the Four-Year Programme in the Business and Commerce Branch.

GRADE 10

Obligatory Subjects	Teaching Periods	
	45-period week	40-period week
English	7(8)	6(7)
History	4	3
Geography	4	3
Physical Education	4	4
Mathematics (Commercial)	5(6)	5
Business or Commercial Subjects	10	9(10)
	<hr/> 34(36)	<hr/> 30(32)
Optional Subjects—Any two of		
Science	5(6)	5
French	5(6)	5
Latin	5	5
Another Language*	5	5
Art	5(4)	4
Music	5(4)	4
Industrial Arts or Technical Subjects	5(4)	4
Home Economics	5(4)	4
Additional time in Business or Commercial Subjects	5(10)	4(8)
	<hr/> 11(9)	<hr/> 10(8)
TOTAL PERIODS	45	40

*German, Greek, Spanish, Italian, Russian.

Note 1.—In Grade 10 the proportion of time assigned to the teaching of Business or Commercial subjects may vary (according to choice of options) from 25% to 45% (approximately).

Note 2.—Subject to the prior approval of the Minister, a Board may authorize the inclusion in the optional subjects of study of a subject not listed above that is of special interest and value to pupils in the school district.

Note 3.—(a) For admission to the study of courses in Grades 11 and 12 leading to the Secondary School Graduation Diploma in this Branch a pupil must have completed successfully the course in Business or Commercial Subjects in Grade 10 of the Four-Year Programme of the Branch. It is advisable that the pupil shall also have taken successfully some Commercial Work in Grade 9.

(b) A pupil may be permitted to enter upon the study of Art, Music, Science, Industrial Arts, Technical Subjects, or Home Economics in Grades 11 and 12 only if he has completed successfully the course in the subject in Grade 9 or Grade 10, or both these grades.

GRADES 11 AND 12

Obligatory Subjects	Teaching Periods	
	45-period week	40-period week
English (including Correspondence)	7(8)	6(7)
History (Grade 11)	5	5
Economics (Grade 12)	5	5
Physical Education	4	4
Business or Commercial Subjects	18(23)	14(19)
	<u>35(40)</u>	<u>30(35)</u>

Optional Subjects—Any one or two of

Mathematics (Commercial)	5(6)	5
Science	5(6)	5
Geography	5	5(4)
French	5(6)	5
Latin	5	5
Another Language*	5	5
Art	5(4)	4
Music	5(4)	4
Industrial Arts or Technical Subjects	5(4)	4
Home Economics	5(4)	4
Any option later added to those already listed in the Four-Year Programme, Arts and Science Branch	5	5
	<u>10(5)</u>	<u>10(5)</u>

TOTAL PERIODS 45 40

*German, Greek, Spanish, Italian, Russian.

Note 1.—In Grades 11 and 12 approximately 50% of the teaching time will be assigned to business or commercial subjects.

Note 2.—Any optional subject chosen by a pupil on entering Grade 11 should normally be continued in Grade 12 but with the approval of the principal a pupil may complete one subject in Grade 11 of this Branch and Programme and select another to be completed in Grade 12 in order to constitute an option.

Note 3.—Subject to the prior approval of the Minister, a Board may authorize the inclusion in the optional subjects of study of a subject not listed above that is of special interest and value to pupils in the school district.

Note 4.—The option in Technical Subjects will provide for certain pupils a useful complement, in view of their future plans, to the more specialized study of commercial subjects.

SPECIAL ONE-YEAR COMMERCIAL COURSE

The Special Commercial Course, designed to fit the graduate for office employment, is an intensive one-year vocational course based upon an adequate general education.

Pupils who have completed satisfactorily Grade 11 or Grade 12 of any approved Five-Year Programme, or Grade 12 of a Four-Year Programme, are eligible for admission to this course and may receive, upon completing it successfully, the Secondary School Graduation Diploma (Commercial-Special).

Successful completion of the One-Year Special Commercial Course qualifies a pupil for standing in the Commercial Option which may be required to complete the requirements for the Secondary School Graduation Diploma (General Course).

Teaching time is suggested as follows:

Subject	Periods
Shorthand	10
Typewriting and Office Practice	13
Bookkeeping	6
Business Mathematics	3
Penmanship	2
Correspondence and Spelling	4
Economics and Law	4
Physical Education	3
	<hr/> 45

Economics and Law, and also Penmanship and Correspondence, may be taken in consecutive terms.

Bilingual Courses

Bilingual commercial courses may be offered in schools having large numbers of French-speaking students.

For further information the principal should write to the Superintendent of Secondary Education, Department of Education.

SCIENCE, TECHNOLOGY, AND TRADES BRANCH

FOUR-YEAR PROGRAMME

The Four-Year Programme in this Branch offers, together with the study each year of basic secondary school subjects, specialized instruction in Technical Subjects, Vocational Art, or Home Economics for pupils who have special aptitude in one of these fields and expect to enter employment for which such studies will have direct practical value. Courses in which particular emphasis is placed upon certain aspects of the technical or other specialized field may be taken as indicated below, so far as they can be made available, in order the better to prepare pupils for entry into their prospective vocations.

Pupils who complete this Programme satisfactorily will be awarded a Secondary School Graduation Diploma. Those who have obtained this standing may enter upon a special one-year course in Business, Commercial Subjects, Technical Subjects, Home Economics, or Vocational Art.

SUBJECTS OF STUDY

GRADE 9

Obligatory Subjects	Teaching Periods	
	45-period week	40-period week
English	7	6
History	4	3
Geography	4	3
Physical Education	4	4
Mathematics	5(6)	5
Science	5(6)	5
French*	5(6)	5
Group Guidance	1	1
and	35(36)	32
Technical Subjects or Home Economics or Vocational Art	10(9)	8
TOTAL PERIODS	45	40

Note 1.—The division of time between general and shop work subjects in Grade 9 of this Branch should be approximately 80% and 20%, unless the programme is modified as provided in Note 2.

*Note 2.—When a sufficient number of pupils on entering Grade 9 in this Branch declare, with their parents' concurrence, that they wish to take the Four-Year Programme and have no intention of proceeding to university, the principal may organize a class (or classes) which will take additional shop work in place of French. Such pupils cannot enter Grade 10 of a Five-Year Programme unless they commence the study of a second language in that grade, or in Grade 11 of schools where no second language is begun in Grade 10.

Note 3.—In Vocational Schools which do not have an Arts and Science Branch two periods weekly in Music or Art may be provided by taking one period from each of two other subjects in Grade 9 of the Four-Year Programme in the Science, Technology, and Trades Branch. Music only may be provided instead of two periods for Vocational Art.

GRADE 10

Obligatory Subjects	Teaching Periods	
	45-period week	40-period week
English	7(8)	6(7)
History	4	3
Geography	4	3
Physical Education	4	4
Mathematics	5(6)	5
Science	5(6)	5
Technical Subjects		
or		
Home Economics		
or		
Vocational Art	10(11)	8(9)
	<u>39(40)</u>	<u>35</u>
Optional Subjects—One of		
Art	5(4)	4
Music	5(4)	4
Agriculture	5(4)	4
Commercial Subjects	5	4
French	5(6)	5
Latin	5	5
Another Language†	5	5
Further time in one of Technical Subjects or Home Economics or Vocational Art	5(4)	4
	<u>5(4)</u>	<u>4(5)</u>
TOTAL PERIODS	45	40

†German, Greek, Spanish, Italian, Russian.

Note 1.—The normal allotment of time for Technical Subjects, Home Economics or Vocational Art in Grade 10 is 15 or 13 periods, respectively, as indicated above, unless there is a special reason for pupils to choose an alternative option.

Note 2.—Where there is a sufficient demand for Agricultural Shop Work, it may be offered as part of the course in Technical Subjects in Grades 9, 10, 11, and 12.

Note 3.—Subject to the prior approval of the Minister, a Board may authorize the inclusion in the optional subjects of study of a subject that is of special interest and value to pupils in the school district.

Note 4.—Pupils who take Vocational Art should not also take the regular option in Art in Grades 10, 11, or 12.

Note 5.—(a) For admission to the study of courses in Grades 11 and 12 leading to the Secondary School Graduation Diploma in this Branch a pupil must have completed successfully the course in one of Technical Subjects or Home Economics or Vocational Art in Grade 10 of the Four-Year Programme of the Branch. It is advisable that the pupil shall also have taken the subject successfully in Grade 9.

(b) A pupil may be permitted to enter upon the study of Art, Music, Agriculture or Commercial Subjects in Grades 11 and 12 only if he has completed successfully the course in the subject in Grade 9 or Grade 10, or both these grades.

GRADES 11 AND 12

Obligatory Subjects	Teaching Periods	
	45-period week	40-period week
English	7	6
History (Grade 11)	5	4
Economics (Grade 12)	5	4
Physical Education	4	4
Mathematics*	5	5
Science	5	5(4)
Technical Subjects or Vocational Art	14	12(13)
(For Home Economics, see page 31)	40	36
Optional Subjects—One of		
Geography	5	4
French	5	4
Latin	5	4
Another Language**	5	4
Art	5(4)	4
Music	5(4)	4
Agriculture	5(4)	4
Commercial Subjects	5	4
(Other options to be added)	5	4
or		
Further time in one of Technical Subjects, Home Economics, or Vocational Art	5(4)	4
	5(4)	4
TOTAL PERIODS	45	40

*See Note 5 below.
 **German, Greek, Latin, Spanish, Italian, Russian.

Note 1.—A maximum of 19 or 17 teaching periods, respectively, may be devoted to Technical Subjects, Home Economics, or Vocational Art in Grades 11 and 12 if the option in one of these subjects is chosen in

addition to the obligatory work. This would normally be the total allotment of time to these subjects unless there is a special reason for choosing an alternative option.

Note 2.—Subject to the prior approval of the Minister, a Board may authorize the inclusion in the optional subjects of study of a subject that is of special interest and value for pupils of the school district.

Note 3.—The commercial option will provide for certain pupils a useful complement, in view of their future plans, to the more specialized study of Technical Subjects, Home Economics, or Vocational Art.

Note 4.—The optional subject chosen by a pupil on entering Grade 11 should normally be continued in Grade 12 but with the approval of the principal a pupil may complete one subject in Grade 11 of this Branch and Programme and select another to be completed in Grade 12 in order to constitute an option.

Note 5.—Mathematics is not an obligatory subject for pupils who take in Grades 11 and 12 the Home Economics Course as described on pages 31-33.

LIMITED TECHNICAL PROGRAMME

The Limited Technical Programme is one in which the first two years of the regular four-year programme of the Science, Technology, and Trades Branch are offered in a secondary school.

Subject to the approval of the Minister, a board may offer the Limited Technical Programme provided that the following requirements are met:

(a) a Business and Commerce Programme is offered in the same school system to the end of Grade 12;

(b) the school has at least two Industrial Arts shops;

(c) the equipment is adequate for the programme;

(d) arrangements are made for a nearby vocational school to accept recommended pupils from Grade 10 into Grade 11 of the Science, Technology, and Trades Branch;

(e) the school has sufficient enrolment to permit the satisfactory organization of this programme.

Interested boards may obtain Departmental Circular 750 (February 22, 1961) for further information concerning this programme.

SPECIAL ONE-YEAR TECHNICAL COURSE

The purpose of the Special One-Year Technical Course is to give pupils who wish to enter trade and industry vocational competence in one year of specialized study and training.

The minimum requirement for admission to this course shall be the successful completion of the Four-Year Programme in any Branch or of Grade 11 requirements together with Grade 12 standing in English (Literature and

Composition), Mathematics, Science, and Physical Education in the Five-Year Programme of any Branch. *→ will such a pupil take this or so on in gd. 13.*

Subjects of Study	Teaching Periods	
	45-period week	40-period week
English Composition	3	2
Economics	5	4
Mathematics or Science	5	5
Technical Subjects	32	29
	<hr/> 45	<hr/> 40

NOTE—Pupils will specialize in one of the Technical Subjects available and will complete all the work normally studied in that subject in Grades 11 and 12. In addition, pupils must select one or more related technical subjects for which a total of 5 periods per week will be taken from the time allotted to Technical Subjects.

MAJOR AND RELATED TECHNICAL SUBJECTS

GRADES 11 AND 12

of the Four-Year Programme in the Science, Technology, and Trades Branch

MAJOR TECHNICAL SUBJECTS	TYPICAL RELATED TECHNICAL SUBJECTS
Aircraft Mechanics	Drafting, Machine Shop, Electricity, Welding
Air Conditioning and Refrigeration	Drafting, Sheet Metal, Electricity
Applied Electricity	Drafting, Electronics, Machine Shop, Carpentry
Applied Electronics	Drafting, Electricity, Machine Shop
Auto Body Repair	Welding, Auto Mechanics, Machine Shop
Auto Mechanics	Electricity, Commercial Work, Machine Shop, Welding, Small Engines, Auto Body Repair
Drafting—Architectural	Building Construction, Sheet Metal, Plumbing
Drafting—Electrical	Electricity, Electronics
Drafting—Mechanical	Machine Shop, Pattern Making, Welding, Electricity
Foundry Practice	Pattern Making, Machine Shop, Drafting
Industrial Chemistry	Drafting, Electricity

MAJOR TECHNICAL SUBJECTS—Cont.

Industrial Physics

Machine Shop Practice

Power Plant Operating

Plumbing

Printing

Sheet Metal Practice

Welding

Woodworking—Building Construction

Woodworking—Cabinet Making and
Millwork

Woodworking—Pattern Making and
Casting Processes

**TYPICAL RELATED TECHNICAL
SUBJECTS—Cont.**

Air Conditioning and Refrigeration,
Drafting, Electronics, Machine
Shop, Welding

Drafting, Welding, Pattern Making,
Auto Mechanics, Electricity

Drafting, Auto Mechanics, Electricity,
Diesel Mechanics

Building Construction, Welding,
Sheet Metal, Drafting

Commercial Art, Photography,
Drafting

Drafting, Welding, Machine Shop,
Plumbing, Air Conditioning and
Refrigeration

Drafting, Machine Shop, Electricity

Architectural Drafting, Sheet Metal,
Electricity

Drafting, Sheet Metal, Electricity

Drafting, Machine Shop

Note 1.—Fourteen or twelve teaching periods, respectively, are to be devoted to the study of the major shop (technical) subject or subjects in a 45-period or a 40-period week, as the case may be, and where, as would normally be done, further time is given to technical subjects in Grades 11 and 12, the additional periods should be assigned to a related technical subject or subjects. Instead of being given to related technical subjects the additional periods may be distributed among English, Mathematics, and Science in these grades.

Note 2.—Pupils who take Industrial Chemistry as a special technical subject in Grade 11 will take also in Grade 11 the Physics prescribed as a regular course in the Four-Year Programme of this Branch. Similarly, pupils who take Industrial Physics in Grade 11 will take also in Grade 11 the Chemistry prescribed as a regular course in the Four-Year Programme of this Branch.

Note 3.—The instruction in Industrial Physics or Industrial Chemistry will be continued in Grade 12 and the time that would have been given to Science in this grade will be added to that given to Industrial Physics or Chemistry in order that the instruction may be of sufficient depth to permit the pupils to take the Grade 13 examination, as the case may be, in either Physics or Chemistry.

HOME ECONOMICS

of the Four-Year Programme in the Science, Technology, and Trades Branch

The plan for the organization of the Home Economics courses in the Four-Year Programme of the Science, Technology, and Trades Branch is as described below.

GRADES 9 AND 10

Obligatory Subjects

English, History, Geography, Mathematics, Science, Physical Education, Group Guidance (Grade 9 only), and Home Economics.

Optional Subjects

One of Art, Music, Typewriting or Business Practice (Grade 9), Commercial Work (Grade 10), French, another language.*

*German, Greek, Latin, Spanish, Italian, Russian.

Teaching Periods

- (a) Home Economics should be assigned, on the basis of a 45-period and a 40-period week, respectively, 10 or 8 teaching periods in Grade 9, and 11 or 9 teaching periods in Grade 10.
- (b) The other obligatory subjects and the optional subjects should be assigned teaching time as indicated in the Four-Year Programme for these grades.

Note 1.—Re Mathematics—Mathematics from either the Arts and Science Branch or the Business and Commerce Branch may be selected.

Note 2.—Re Science—The Science of the Arts and Science Branch should be given, except in those schools which offer a special course in Science for Home Economics with the approval of the Department of Education.

GRADES 11 AND 12

Note 1.—In Grades 11 and 12, pupils may specialize in one of the following:

(a) 'Foods, (b) Clothing and Textiles, (c) Home Economics (General).

Note 2.—In the Foods section, not more than 25% of the time allotted to Home Economics may be in the related field of Clothing and Textiles.

Note 3.—In the Clothing and Textiles section, not more than 25% of the time allotted to Home Economics may be in the related field of Foods.

HOME ECONOMICS COURSE

GRADE 11

Obligatory Subjects	Teaching Periods	
	45-period week	40-period week
English	7	6
History	5	4
Physical Education	4	4
Art	5	5(4)
Science	5	5
Home Economics	14	12(13)
	<u>40</u>	<u>36(35)</u>

Optional Subjects

One of

Commercial Work	5	4
French	5	4
Another Language*	5	4
Mathematics	5	4

or

Further time in Home Economics	5	4(5)
	<u>45</u>	<u>40</u>

GRADE 12

Obligatory Subjects

English	7	6
Economics	5	4
Physical Education	4	4
Commercial Work	5	5
Home Economics	14	12(13)

and one of

Art	5	5(4)
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or

Science	5	5(4)
	<u>40</u>	<u>36(35)</u>

Optional Subjects

One of		
French	5	4(5)
Another Language*	5	4(5)
Mathematics	5	4(5)
Art	5	4(5)
Music	5	4(5)
Science	5	4(5)
or		
Further time in Home Economics	5	4
	<hr/> 45	<hr/> 40

*German, Greek, Latin, Spanish, Italian, Russian.

NOTE:

The organization of this programme in Grade 12 may be modified, according to specialized studies, as follows:

- (a) *Foods*—Art is not obligatory and may be taken as an option;
- (b) *Clothing and Textiles*—Science is not obligatory and may be taken as an option.

THE TWO-YEAR PROGRAMME

Pupils at least fourteen years of age who have been promoted to a secondary school and who declare, with their parents' concurrence, that they plan to leave school for employment in two years, may take, where it can be made available, a special Two-Year Programme in connection with the Four-Year Programme in one of the three Branches. The courses will include adapted treatment of fundamental parts of the Four-Year Programme in the Branch where it is established. Subjects of immediate practical value in obtaining employment after two years in a secondary school are to receive approximately forty to fifty per cent of the instructional time and emphasis is to be placed upon the effective study of basic general subjects.

A pupil who has completed the work of either one or two years of a Two-Year Programme and has demonstrated superior ability may be transferred to the Four-Year Programme of the Branch concerned, subject, if necessary, to repeating all or a portion of a year's work in the latter Programme.

Pupils who conform to the requirements of a Two-Year Programme and complete the courses successfully may be granted, on the recommendation of the principal, a Department Certificate of Standing.

The Two-Year Programme, where it is found desirable and practicable, should be developed in close relationship to the Four-Year Programme of the Branch in which it is offered. It may be organized in the Arts and Science Branch of a school but in a composite school it would ordinarily be provided in one of the other Branches. It will not usually be feasible to establish this programme on an economic basis in schools having fewer than 1,000 pupils.

A general plan for the organization of a Two-Year Programme is indicated below.

GRADES 9 AND 10

	Teaching Periods	
	45-period week	40-period week
English	7(5)	6(5)
History and Geography	7(5)	6(5)
Science	4	4(3)
Mathematics	5(4)	4(3)
Group Guidance	1	1
Physical Education	4	4
Practical Subjects	17(22)	15(19)
	45	40

NOTE:

It is recommended that in Grade 10 of the Two-Year Programme the higher number of periods indicated be assigned to the practical subjects.

THE OCCUPATIONAL PROGRAMME

The purpose of the Diversified Occupational Programme is to provide a measure of education and training which will interest, stimulate, and satisfy the needs of, pupils who are 15 years of age or over and have been transferred rather than promoted from Grade 8 to a secondary school. It is to be expected that these pupils will remain in school only one or two years, and then enter some type of employment.

Recommended pupils from senior auxiliary classes should be admitted if, in the opinion of the principal of the secondary school, (1) there is sufficient space available and (2) they can profit from the instruction offered. Careful consideration should be given to the enrolment of pupils in this Programme in order that teachers may deal effectively with the prescribed obligatory subjects and the optional subjects selected. It should also be borne in mind that if the pupils wish to enter an apprenticeship in a designated trade they must be capable of meeting the educational requirements of that apprenticeship.

Instruction should be assigned to sympathetic teachers of some experience who have studied the courses and the accompanying suggestions carefully and understand the objectives in setting up such classes. A teacher with elementary school experience and training in special education for slow learners who either holds or is proceeding towards a basic secondary school teaching certificate may be best equipped to undertake the instruction in the obligatory classroom subjects and, if qualified to do so, some part of the practical work.

Subjects of Study	Teaching Periods	
	45-period week	40-period week
English, Library	8	7
History and Geography	5	4
Mathematics	5	4
Group Guidance	1	1
Physical and Health Education	4	4
	<hr/> 23	<hr/> 20
Practical Work	22	20
	<hr/>	<hr/>
TOTAL PERIODS	45	40

Note 1.—(a) The practical work is to include the study of two or more of the courses in occupational skills examples of which are given in the circular entitled Diversified Occupational Programmes issued in 1962.

(b) For purposes of this Programme the practical work may include a maximum of five periods in one, or a combination of two, of Art, Music, Science, or Home Economics.

(c) Practical courses to be offered should be selected following study of types of employment available in the area for pupils who enrol in this Programme, as well as of the abilities and needs of the pupils.

Note 2.—The Occupational Programme will normally be of one year's duration, but the courses provided in the Circular named above offer sufficient material for two years' work where it is considered in the best interests of the pupils to continue the Programme for that period.

Note 3.—Teachers of classes in the Occupational Programme, or a teacher specially designated for the purpose, should assume a responsibility for assisting pupils to obtain employment when they have completed their courses successfully.

Note 4.—The teaching time for subjects stated above is not rigidly prescribed.

Note 5.—The courses for a proposed Occupational Programme should be submitted to the district or municipal secondary school inspector for approval.

Note 6.—(a) Subject to the approval of the district or municipal secondary school inspector, a special course (or courses) may be offered as an alternative to a regular Occupational Programme in a school where the provision of such a programme, with the necessary special facilities, is pending, or in a school where a regular occupational programme cannot be established.

(b) For these purposes, a “special course” is defined as a course that does not include the required number of subjects or in which the regular content of the subjects has been simplified or reduced.

(c) Pupils enrolled in a special course as defined in (b) are (i) not eligible for the Department of Education Intermediate Certificate or Certificate of Training and (ii) may not be counted as vocational pupils for grant purposes.

SUGGESTIONS AND RECOMMENDATIONS FOR THE REORGANIZED PROGRAMMES IN ALL BRANCHES

1. The Programmes of Study

In order that the programmes of study described in Part A may best serve the needs of the large numbers of pupils for whom they are respectively designed, teaching staffs should become clearly aware of the principles that underlie the planning of the respective courses and endeavour to apply these principles in the classrooms. The Four-Year Programme in each Branch, for example, has a highly important educational purpose for a large group of pupils of good general ability who will share usefully in the responsibilities of adult citizenship. This Programme, therefore, is not to be regarded as of lower status than the Five-Year Programme or as a means of ensuring a high level of successful achievement in the latter. The more definite grouping of pupils according to their aptitudes and career plans which may be arranged where the several programmes are available will facilitate the instruction of each pupil to the full extent of his ability and willingness to achieve.

2. Organization

(a) A 45-period week will normally offer the most practicable basis, particularly in a composite school, for the organization of the programmes of study described in Part A. Where it offers special advantages, a 40-period week already

in effect may be continued, or a week having between 40 and 45 teaching periods may be adopted.

(b) For obvious reasons, the principal, in assigning teaching duties, should give consideration not only to the number of different classes but also to the number of grade levels and Branches with which the teacher will be concerned.

(c) It is understood that assembly periods will be arranged equitably with regard to teaching time for the subjects.

3. Options

(a) Except in very special circumstances or when it is necessary in order to maintain sequence in the study of a course (subject) begun earlier, no optional course (subject) should be provided in which fewer than twenty pupils will be enrolled in September.

(b) A new optional subject should be offered only if, in addition to the required number of pupils, a teacher well qualified for the work, a proper course of study, and suitable accommodation and equipment (including text-books) are available.

(c) Capable pupils should undertake, where possible, the study of five options. The general ability of the pupils concerned will determine the advisability of including a fifth option in the subjects of study for a class.

(d) Pupils whose future work requires knowledge of a second field of study may take an option in another Branch.

(e) Pupils of the Business and Commerce and of the Science, Technology, and Trades Branches must be given priority in the assignment to classes of vocational accommodation in the school.

4. Library Periods

Since the use of the school library enables pupils in any Branch to enlarge and reinforce the instruction received in the classroom and also promotes continuing self-education through good reading, regular class periods for this purpose should be provided. These will permit pupils to learn basic library procedures, prepare special assignments, and proceed with general reading related to their studies.

Where there is an adequate library administered by a competent librarian or teacher, it is recommended that in the Five-Year and the Four-Year Programmes each Grade 9 class have a library period weekly or in alternate weeks and that each Grade 10 class have a library period in alternate weeks. For classes in Grades 11 and 12 the librarian should co-operate with the subject teachers in arranging library periods for reading and the writing of assignments directed by the latter.

Classes in the Two-Year and the Occupational Programmes should regularly have a weekly library period with emphasis on reading. Where library facilities are inadequate, these periods should be conducted in the classroom.

In any expansion of the facilities of a secondary school, including provision for vocational subjects, a due proportion of the expenditure should be applied to

library purposes in order that all pupils may have the educational advantages of an adequate supply of general reading and of books or other material for reference in the study of the various subjects.

5. Physical Education

The course in Physical Education and the related course in Health are included in one course known as Physical Education. Of the four obligatory periods for the subject in each of Grades 9, 10, 11, 12, three periods will be assigned to an activity programme either indoors or outdoors and one period to classroom instruction in Health.

6. Guidance

(a) Although many pupils will make a tentative, and some a definite, choice of Branch and Programme on entering Grade 9, the exploratory purpose of the work in this grade is to be remembered. It is highly important that both on the entry of pupils into Grade 9 and at the conclusion of the year's work they receive careful and judicious counselling, with an endeavour to secure full understanding and co-operation on the part of the parents, in order that each pupil may make a wise choice of studies and gain from them success, satisfaction, and useful preparation for a future career.

Group Guidance in Grade 9 has been included in the tabulations of subjects and teaching periods. Additional time for group work may be provided as heretofore in all Programmes in the manner indicated in Note 2, on page 61 in part B of this Circular.

Pupils promoted from an elementary school may freely choose their programme of study, subject to the prescribed arrangements of obligatory and optional subjects. In general, definite decisions regarding a programme of study should be made not later than the beginning of the Grade 10 year. Through counselling based on careful evaluation of their abilities, special interests, and progress in studies already undertaken pupils should be enabled to plan their further programme in a manner that best serves their educational interests. Continuing helpful counsel should be available to them while they remain in secondary school.

(b) Pupils who express the desire to secure an education leading to careers in the professions should be counselled to choose the Five-Year Programme in Grade 10 if they are successful in Grade 9. Of more immediate concern to them, however, is the choice of Branch on entry to Grade 9. Throughout Grades 9, 10, 11, and 12 of each of the Branches, namely, Arts and Science, Business and Commerce, and Science, Technology, and Trades, 80% of the time in the Five-Year Programme will be devoted to subjects which are generally prerequisite for post-secondary education. The Secondary School Graduation Diploma obtained on completion of four years in the Five-Year Programme will be designated with the name of the Branch. Irrespective of the Branches in which they are obtained, these Diplomas will have equivalent value and will provide admission to the common courses in Grade 13 leading to the Secondary School Honour Graduation Diploma. This Honour Diploma will not be designated as belonging to any Branch.



Amendment to
Circular H.S.1 (1963-64)

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS
RE CIRCULAR H.S. 1 (1963-64)

Paragraphs 1, 2, and 3 of the section entitled "Promotions and Transfers" beginning on page 40 of Circular H.S. 1 (March, 1963) are hereby amended to read as follows:

1. The powers of the principal with regard to the promotion or transfer of pupils as defined in Regulation 98 (Secondary Schools), 1960, are unchanged except as noted in Section 2(b) (page 42) of Information Regarding Diplomas and Certificates, found below.

2. The Department of Education recognizes fifty per cent of the marks assigned as the pass standard at examinations in subjects of the curriculum in each grade of any Branch or Programme in the Ontario secondary schools, and issues diplomas and certificates on the basis of that standard. A pupil who has attained the standing of fifty per cent in each of the obligatory and required number of optional subjects in a grade should have, subject to the approval of the principal, the right of promotion, if he is enrolled in the common course in Grade 9, to Grade 10 in any Branch or Programme, or otherwise to Grade 10, 11 or 12, as

fifty per cent in each subject as stated may be promoted, however, to the next higher grade if, in the judgment of the principal, his general achievement merits such action. It is recognized that different standards of achievement in the common course of Grade 9 may properly be required of pupils as a qualification to enter the Five-Year or the Four-Year Programme, respectively, in Grade 10 of any Branch.

The best interests of individual pupils and the fulfilment of the general purposes of the reorganized programmes of study as stated earlier in this Circular should be basic considerations in the making of promotions or transfers.

Promotion to Grade 13 will be made as provided in Section 2(b) of Information Regarding Diplomas and Certificates.

3. Where a pupil has passed in all required subjects of any grade, he should have freedom of choice with regard to the Branch and Programme for his further studies, subject to the approval of the principal and to (5) below, the courses available, and the requirements for diplomas. The advisability of securing approval by the pupils' parents of the choice made will be recognized.

For reference purposes, this memorandum should be attached to page 40 of Circular H.S. 1.

C. W. Booth

C. W. Booth
Deputy Minister.

TORONTO, April 26, 1963.

The Regulation made under the Nurses' Registration Act (Ref: Memorandum 1961-62: 9) which governs admission of candidates to Schools of Nursing will remain in effect until October 1, 1965. After that date, applicants who wish to enter upon studies to become registered nurses will be required to present the Secondary School Graduation Diploma (including Science as an option) obtained after four years of successful study in a Five-year Programme. Since Grade 13 standing is required for admission to some courses in nursing, pupils should be advised early in their secondary school programme to ascertain the particular requirements for admission to the various types of professional course leading to the standing of registered nurse. They should also be informed that standing in Grade 13 subjects may be required for admission to further professional studies upon graduation from a school of nursing.

Applicants for admission to the Institutes of Technology after June 30, 1966, will be expected to present the Secondary School Honour Graduation Diploma or the Secondary School Graduation Diploma obtained after four years of successful study in the Five-Year Programme.

Students who have obtained the Secondary School Graduation Diploma with high standing in the Four-Year Programme may be considered for admission to the Institutes of Technology.

Pupils who wish to become elementary school teachers should be advised to proceed through the Five-Year Programme and should be informed that they may do so in any Branch.

PROMOTIONS AND TRANSFERS

1. The powers of the principal with regard to the promotion or transfer of pupils as defined in Regulation 98 (Secondary Schools), 1960, are unchanged except as noted hereunder and in Section 2(b) of *Information Regarding Diplomas and Certificates*, found below.

2. The Department of Education recognizes fifty per cent of the marks assigned as the pass standard at examinations in subjects of the curriculum followed in each grade of any Branch or Programme in the Ontario secondary schools, and issues diplomas and certificates on the basis of that standard. A pupil who has attained the standing of fifty per cent in each of the obligatory and required number of optional subjects in a grade has the right of promotion, if in Grade 9, to Grade 10 in any Branch or Programme or, if in a higher grade, to the next grade (including Grade 13) in the Branch and Programme in which he is enrolled. A pupil who has not achieved the standing of fifty per cent in each subject as stated may be promoted, however, to the next higher grade if, in the judgment of the principal, his general achievement merits such action.

3. Where a pupil has passed in all required subjects of a grade, he has freedom of choice with regard to the Branch and Programme for his further studies, subject to (5) below, the courses available, and the requirements for diplomas. The advisability of securing approval by the pupil's parents of the choice made will be recognized.

4. (a) A pupil who has achieved pass standing in each of the subjects of his course with marks that indicate the probability that he will be unable to meet satisfactorily further and more exacting requirements in the higher grades of the Programme in which he is enrolled should consider carefully, assisted by the advice of the principal, the guidance staff of the school, and his parents, whether his interests will be better served by transfer to an alternative programme of study.

(b) Where a programme of study is undertaken contrary to the advice of the principal, responsibility must be assumed by the pupil concerned and his parents.

5. A pupil who has met the prerequisites for a course in Grade 11 and Grade 12 in a Programme offered in a Branch other than that in which he is enrolled in Grade 10 or Grade 11, as the case may be, may transfer, subject to the approval of the principal, to that course. Where the prerequisites have not been met, such transfer may take place, with the approval of the principal, subject to successful completion by the pupil of the work necessary in such subject or subjects as will meet the requirements.

6. (a) A pupil who has failed to gain pass standing will ordinarily not be allowed to repeat a year more than once in a grade of the same Programme.

(b) With the approval of the principal and by resolution of the Board a pupil may be allowed to repeat twice the work of a grade.

(c) A pupil who by persistent failure has clearly demonstrated inability to meet the requirements of a programme of study may be transferred by the principal to an alternative programme from which he may be expected to derive benefit. Only in very special circumstances should such a transfer occur at a time other than the end of the school year.

INFORMATION REGARDING DIPLOMAS AND CERTIFICATES

(Reorganized Programmes of Study)

1. The Secondary School Honour Graduation Diploma will be granted, as heretofore, to Grade 13 pupils of day classes of the provincial secondary schools who complete successfully the Five-Year Programme in one of the three Branches and meet the requirements for this diploma that are stated in Part B.

2. (a) The Secondary School Graduation Diploma will be granted, on the recommendation of the principal of the secondary school last attended where the candidate completes the requirements, and of the Superintendent of Secondary Education, to

(i) a candidate who has completed successfully the Four-Year Programme in one of the three Branches;

(ii) a candidate who has completed successfully four years of the Five-Year Programme in one of the three Branches.

(b) The diploma awarded to a candidate who has completed successfully four years of a Five-Year Programme will be endorsed as qualifying him for admission to Grade 13.

(c) The diploma will indicate in each case the Branch, the Programme followed, and the optional subjects studied.

3. An appropriate Certificate of Standing will be granted to pupils who complete satisfactorily the requirements of a Two-Year Programme in one of the Branches.

4. An appropriate Certificate of Training, which will indicate the particular skill or skills acquired, will be granted to pupils who have completed a specified course or courses in the Occupational Programme.

5. (a) It is expected that the Intermediate Certificate will not be issued to pupils who complete Grade 10 requirements under a reorganized programme of study described in Part A of this Circular.

(b) If the Intermediate Certificate is not issued, pupils who for any reason must leave school after completing successfully the Grade 10 requirements of either a Four-Year or a Five-Year Programme described in Part A, may, upon application to the principal, receive an official school leaving statement of standing. The Department will supply principals with copies of the statement to be used for this purpose.

6. Pupils who qualify for a Departmental diploma in a school or division of a school where the reorganized plan of secondary school studies has not been adopted will receive the diploma in the form hitherto in use.

The various types of Secondary School Graduation Diplomas are designated for both the Five-Year Programme and the Four-Year Programme, with the Programme, Branch, and special subject field noted as listed below.

ARTS AND SCIENCE

BUSINESS AND COMMERCE

- Accountancy
- Clerical
- General Business
- General Business—Bilingual
- Merchandising
- Secretarial
- Special
- Special—Bilingual

SCIENCE, TECHNOLOGY, AND TRADES

- Art
- Home Economics—Clothing and Textiles
- Home Economics—Food and Nutrition
- Home Economics—Hairdressing and Beauty Culture
- Home Economics—Homemaking
- Home Economics—Nursing Assistant
- Home Economics—Salesmanship
- Aircraft Mechanics
- Air Conditioning and Refrigeration
- Applied Electricity
- Applied Electronics
- Applied Electricity and Electronics
- Auto Mechanics
- Auto Body Repair
- Chemistry
- Drafting—Architectural
- Drafting—Mechanical
- Fine Instrument Practice
- Foundry Practice
- Machine Shop Practice
- Mining
- Physics
- Plastics
- Plumbing
- Power Plant Operating

- Printing
- Sheet Metal Practice
- Tailoring
- Watch Making
- Welding
- Woodworking—Cabinet Making
- Woodworking—Building Construction
- Woodworking—General
- Woodworking—Pattern Making
- Special

PART B

CONTINUING PROGRAMMES OF STUDY

Part B outlines the programmes of study for (a) those pupils who are already in Grades 10, 11, 12, or 13, and (b) those pupils whose schools are not embarking upon the reorganized programmes of study in September, 1963. Accordingly, with a number of minor changes, the material in this Part is similar to that in previous editions of Circular H.S.1.

SUBJECTS OF STUDY

The time allotments suggested below for 40-period and 45-period weeks represent an estimate of the relative requirements of the various subjects of study in each of the courses. The principal is not required to adhere rigidly to the number of periods set forth. Special modifications of the time allotment to suit local conditions of accommodations and staff may be made.

GENERAL COURSE

GRADE 9

Obligatory Subjects	Number of Periods 40-period week	Number of Periods 45-period week
English	6	7
History	3	4
Geography	3	4
Physical Education	4	4
Mathematics	5	5
Science	5	5
Group Guidance	1	1

Options—Any two or three of

French, Latin, Art or Music, Industrial Arts or Home Economics, Agriculture, Typewriting or Business Practice	12	14
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Note 1.—Re French. A pupil who intends to select in Grade 11 a course qualifying him for entrance to university should select French as an option in Grade 9.

Note 2.—Re Latin. For pupils who intend to select Latin as an option in Grade 11, the principal may provide a course in Latin beginning in either Grade 9 or Grade 10.

Note 3.—Re Special Courses. Where the approval of the Minister has been obtained, a special course, or courses, may be arranged. By “special course” is meant a course that does not include the required number of subjects or in which the regular subject content has been simplified or reduced. It should be noted that a pupil taking a special course will not be eligible for the Intermediate Certificate.

Note 4.—Social Studies may be offered as an alternative to History and Geography in Grades 9 and 10. This applies to both the General Course and the Vocational Courses.

VOCATIONAL COURSES

The vocational courses are Art, Commercial, Home Economics, Technical, a combination of two of the foregoing, and General-Technical.

For grant purposes, a vocational pupil is one who is enrolled in any of the foregoing vocational courses.

ART

Obligatory Subjects	Number of Periods 40-period week	Number of Periods 45-period week
English	6	7
History	3	4
Geography	3	4
Physical Education	4	4
Mathematics	4	5
Group Guidance	1	1
Art	10	11
Options—Any two of		
French, Music, Science, Typewriting or Business Practice	8	8

COMMERCIAL

Obligatory Subjects	Number of Periods 40-period week	Number of Periods 45-period week
English	6	7
History	3	4
Geography	3	4
Physical Education	4	4
Business Arithmetic	4	4
Group Guidance	1	1
Typewriting	4	5
Penmanship	2	3
Business Practice	4	4
Options—Any two of		
Art or Music, French, Home Economics or Shop Work and Drafting, Science ..	8	8

GENERAL-TECHNICAL

Obligatory Subjects	Number of Periods 40-period week	Number of Periods 45-period week
English	6	7
Geography	3	4
History	3	4
Physical Education	4	4
Mathematics	5	5
Science	4	5
Group Guidance	1	1
French	5	5
Technical Shop Work	8	9

NOTE—The content of each of the academic subjects of the General-Technical Course shall be that of the corresponding subject of the General Course.

HOME ECONOMICS

Obligatory Subjects	Number of Periods 40-period week	Number of Periods 45-period week
English	6	7
History	3	4
Geography	3	4
Physical Education	4	4
Mathematics	4	5
Group Guidance	1	1
Home Economics	10	11

Options—Any two of

Art, French, Music, Science, Typewriting or Business Practice	8	8
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TECHNICAL

Obligatory Subjects	Number of Periods 40-period week	Number of Periods 45-period week
English	6	7
History	3	4
Geography	3	4
Physical Education	4	4
Mathematics	5	5
Group Guidance	1	1
Science	5	5
Shop Work and Drafting, or Agriculture and Shop Work and Drafting	12	14

- Note 1.—If Music or Art is offered in the Technical Course, it will be necessary to reduce the time of the other subjects.
- Note 2.—In the Technical Course, Instrumental Music or a foreign language may be offered in lieu of four periods of Shop Work.
- Note 3.—**Re Limited Technical Courses.** Where the approval of the Minister has been obtained, a Limited Technical Course may be offered. This course may be given in a collegiate institute or high school as set forth in Circular 750 issued in February, 1961. The objectives of the course may be attained by offering either or both of the following courses: the Technical Course and the General-Technical Course. A pupil taking the Limited Technical Course will be eligible for the Intermediate Certificate.
- Note 4.—In vocational schools, the time allotted to the teaching of the practical subjects in any one of the Technical, Home Economics, Commercial, or Art Courses shall not be less than twenty-five per cent (25%) of the total time and in the General-Technical Course not less than twenty per cent (20%) of the total time. In the timetable of a pupil exploring two vocational courses, the combined time allotted to the teaching of the practical subjects of those courses shall not be less than thirty-five per cent (35%) of the total time.
- Note 5.—**Re Special Courses.** Where the approval of the Minister has been obtained, a special course, or courses, may be offered. By "special course" is meant a course that does not include the required number of subjects or in which the regular subject content has been simplified or reduced. It should be noted that a pupil taking a special course will not be eligible for the Intermediate Certificate.

GRADE 10

GENERAL COURSE

Obligatory Subjects	Number of Periods 40-period week	Number of Periods 45-period week
English	7	8
History	3	4
Geography	3	4
Physical Education	4	4
Science	5	5

Options—Any three or four of

Mathematics, Latin, French, German,
Greek, Spanish, Italian, Russian, Art
or Music, Industrial Arts or Home
Economics, Agriculture, Typewriting or
Business Practice

17

19

Note 1.—The principal should make certain that a pupil in the General Course selects the options which are essential to the course he intends to pursue in Grades 11, 12, and 13.

Note 2.—**Re Prerequisite Options.** Mathematics, Latin, and French in Grade 10 are prerequisite for the corresponding subjects in Grade 11. Art, Music, Industrial Arts, Home Economics, Agriculture, Typewriting or Business Practice, in either Grade 9 or Grade 10 are prerequisites for the corresponding subjects in Grade 11.

Note 3.—**Re Special Courses.** Where the approval of the Minister has been obtained, a special course, or courses, may be offered. By "special course" is meant a course that does not include the required number of subjects or in which the regular subject content has been simplified or reduced. However, one period per week of Group Guidance (Occupations) is to be considered obligatory. A pupil taking a special course is not eligible for the Intermediate Certificate.

Note 4.—A pupil who plans to take the Grade 13 course in Biology should include Science (or Agricultural Science) among his optional subjects in Grades 11 and 12.

VOCATIONAL COURSES

TECHNICAL COURSE

Obligatory Subjects	Number of Periods 40-period week	Number of Periods 45-period week
English	7	8
History	3	4
Geography	3	4
Physical Education	4	4
Mathematics	5	5
Science	5	5
Shop Work and Drafting, or Agriculture and Shop Work and Drafting	12	14

NOTE—Any one of

Art or Music, Typewriting or Business Practice, French, may be substituted for four periods of Shop Work.

HOME ECONOMICS COURSE

Obligatory Subjects	Number of Periods 40-period week	Number of Periods 45-period week
English	7	8
History	3	4
Geography	3	4
Physical Education	4	4
Home Economics	13	14

Options—Any two of

Mathematics, Science, French, Art or Music, Typewriting or Business Practice	9	10
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GENERAL-TECHNICAL COURSE

Obligatory Subjects	Number of Periods 40-period week	Number of Periods 45-period week
English	7	8
Geography	3	4
History	3	4
Physical Education	4	4
Mathematics	5	5
Science	4	5
French	5	5
Technical Subjects	8	9

NOTE—The content of each of the academic subjects of this course shall be that of the corresponding subject of the General Course.

COMMERCIAL COURSE

Obligatory Subjects	Number of Periods 40-period week	Number of Periods 45-period week
English	7	8
History	3	4
Geography	3	4
Physical Education	4	4
Business Arithmetic	3	4
Commercial Subjects	11-15	12-16

Options—Any one or two of

French, Technical Subjects and Drafting or Industrial Arts or Home Economics, Art or Music, Science	8-4	8-4
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ART COURSE

Obligatory Subjects	Number of Periods	Number of Periods
	40-period week	45-period week
English	7	8
History	3	4
Geography	3	4
Physical Education	4	4
Art	13	14

Options—Any two of

Mathematics, Science, Technical Subjects or Home Economics, French, Music, Typewriting, or Business Practice	9	10
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Note 1.—Standing in Grade 10 in any one of the five Vocational Courses listed above is a prerequisite for admission to the corresponding Vocational Course in Grade 11.

Note 2.—**Re Special Courses.** Where the approval of the Minister has been obtained, a special course, or courses, may be offered. By “special course” is meant a programme that does not include the required number of obligatory or optional subjects. A pupil taking a special course is not eligible for the Intermediate Certificate.

GRADES 11 AND 12

GENERAL COURSE

Obligatory Subjects	Number of Periods	Number of Periods
	40-period week	45-period week
English	7	8
History (World History, Part I; World History, Part II)	5	5
Physical Education	4	4

Options—Any four or more of

Mathematics (Geometry; Algebra), Science (Physics; Chemistry) or Agricultural Science (Agricultural Science I; Agricultural Science II), Geography (Geography, Part I; Geography, Part II), French, Latin, German, Greek, Spanish, Italian, Russian, Commercial Work, Industrial Arts or Home Economics, Art or Music, Agriculture	23	27
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Note 1.—The time allotted to any option which is taken for credit towards the Secondary School Graduation Diploma shall not be less than five periods, except where a pupil has been permitted to take more than four options.

Note 2.—The minimum academic requirement for admission to Schools of Nursing is the Secondary School Graduation Diploma including Chemistry of Grade 11 or 12 and one of the following—Physics of Grade 11 or 12, Botany of Grade 13, or Zoology of Grade 13. (Agricultural Science I and II will still be accepted as alternatives for Physics and Chemistry).

Note 3.—A pupil who plans to take the Grade 13 course in Biology should include Science among his optional subjects in Grades 11 and 12.

VOCATIONAL COURSES

TECHNICAL COURSE

Obligatory Subjects	Number of Periods	Number of Periods
	40-period week	45-period week
English	5	6
History of Industry and Elements of Economics	4	4
Physical Education	4	4
Mathematics	5	6
Science	4	5
Technical Subjects or Drafting	17	19

Note 1.—Any one of

Art, Music, Commercial Work, or a modern language, may be substituted for four periods of Technical Subjects.

Note 2.—In certain of the major technical subjects in Grades 11 and 12 of the Technical Course the Principal may, with the approval of the Superintendent of Secondary Education, eliminate some or all of the related shopwork, limit the major shopwork time to 11 or 13 periods a week, as the case may be, and distribute the extra time over the subjects of English, Mathematics and Science.

HOME ECONOMICS COURSE

Obligatory Subjects	Number of Periods 40-period week	Number of Periods 45-period week
English	6	7
History and Elements of Economics	4	4
Physical Education	4	4
Science or Agricultural Science or Art	4	5
Home Economics	17	19
Options—Any one of		
French, Mathematics, Music, Commercial Work, Science or Art (if not taken as an obligatory subject)	4	5

GENERAL-TECHNICAL COURSE

Obligatory Subjects	Number of Periods 40-period week	Number of Periods 45-period week
English	7	8
History	5	5
Physical Education	4	4
Mathematics	5	6
Science	5	6
French	5	6
Technical Subjects	8	9

NOTE—The content of each of the academic subjects of this course shall be that of the corresponding subject of the General Course.

COMMERCIAL COURSE

Obligatory Subjects	Number of Periods 40-period week	Number of Periods 45-period week
English, including Correspondence	7	8
History of Commerce and Elements of Economics	4	4
Physical Education	4	4
Commercial Subjects	16-20	18-22

Options—Any one or two of

General Mathematics or Business Arithmetic, French, Art or Music, Science, Geography, Merchandising, Home Economics, Technical Subjects and Drafting or Industrial Arts	8-4	10-6
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ART COURSE

Obligatory Subjects	Number of Periods	Number of Periods
	40-period week	45-period week
English	5	6
History	4	4
Physical Education	4	4
Arts and Crafts	22	25

Options—Any one of

Science, Mathematics, Technical Sub- jects and Drafting, Home Economics, Music, French, Commercial Work	4	5
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NOTE—In connection with all Vocational Courses, it should be noted that the minimum academic requirement for admission to Schools of Nursing is the Secondary School Graduation Diploma including Chemistry of Grade 11 or 12 and one of the following—Physics of Grade 11 or 12, Botany of Grade 13, or Zoology of Grade 13. (Agricultural Science I and II will still be accepted as alternatives for Physics and Chemistry.)

GRADE 13

Obligatory Subject

English (Composition and Literature)

Optional Subjects

Physical Education	French or Français
History	German
Algebra or Mathematics of Investment	Greek
Geometry	Spanish
Trigonometry and Statics	Italian
Botany	Russian
Zoology	Music
Physics	Accountancy Practice or Secretarial Practice
Chemistry	Geography
Latin	Art

Note 1.—Re English. Attention is drawn to the fact that English (Composition and Literature) is an obligatory subject of study in all five grades of the General Course. Secondary school pupils must not be permitted to deprive themselves of the full benefit arising from the extended study of this subject or be excused from Grade 13 classes in English Literature and Composition, even though they may have obtained Grade 13 standing in English Composition or Literature by writing as private-study pupils at the end of Grade 12.

Note 2.—Although English remains an obligatory subject of study for all pupils in Grade 13, French-speaking pupils may, commencing in 1964, use the standing obtained in Français (Composition et Littérature) in lieu of the standing obtained in English (Composition and Literature) for purposes of the Secondary School Honour Graduation Diploma, the Ontario Scholarship and Ontario Scholar Diploma, Dominion-Provincial Student-Aid and Ontario Student-Aid Bursaries and the Ontario Student-Aid Loans. Standing obtained in both French and Français will not be credited for these purposes.

DIPLOMAS

Intermediate Certificate

An **Intermediate Certificate** will be granted, on the recommendation of the principal of a secondary school, or on the recommendation of the principal of an elementary school with the approval of the inspector concerned, to a candidate who has completed successfully the programme of studies in Grades 7 and 8 and one of the courses of study in Grades 9 and 10 with the required number of options.

An **Intermediate Certificate** may be granted to a candidate who has completed successfully a two-year trade course in Grades 9 and 10, but only where the Minister's approval of the course has been obtained.

A pupil who has taken a special course in Grades 9 and 10 may not be recommended for an **Intermediate Certificate**.

Secondary School Graduation Diploma

A **Secondary School Graduation Diploma** will be granted, on the recommendation of the principal of the Secondary School where the candidate completes the course of study, and of the Superintendent of Secondary Education, to a candidate who has completed successfully one of the courses of study in Grades 11 and 12 or such modifications of these courses as the Minister may approve at the beginning of the school year.

Note 1.—The Minister may grant a **Secondary School Graduation Diploma**, with a designation depending upon the circumstance, to a candidate who has successfully completed three years of a course in one department followed by the successful completion of a year's work in another department, but only where the content of the fourth year's work is satisfactory to the Minister.

Note 2.—The Minister may grant a **Secondary School Graduation Diploma** to a candidate who has completed satisfactorily one of the courses of study prescribed for Grades 11 and 12, other than the General Course, under a co-operative plan whereby part of the Grade 12 course is taken in industry or business, provided that at the beginning of the school year the principal obtains the Minister's approval of such plan.

The various types of Secondary School Graduation Diplomas are designated as follows:

General
Art
Commercial—Accountancy
Commercial—Clerical
Commercial—General Business
Commercial—General Business—Bilingual
Commercial—Merchandising
Commercial—Secretarial
Commercial—Special
Commercial—Special—Bilingual
General—Technical
Home Economics—Clothing and Textiles
Home Economics—Food and Nutrition
Home Economics—Hairdressing and Beauty Culture
Home Economics—Homemaking
Home Economics—Nursing Assistant
Home Economics—Salesmanship
Technical—Aircraft Mechanics
Technical—Applied Electricity
Technical—Applied Electronics
Technical—Applied Electricity and Electronics
Technical—Auto Mechanics—General
Technical—Auto Mechanics—Body Repair
Technical—Chemistry
Technical—Drafting—Architectural and Building Construction
Technical—Drafting—Mechanical
Technical—Electrical and Steam Operating
Technical—Fine Instrument Practice
Technical—Foundry Practice
Technical—Machine Shop Practice
Technical—Mining
Technical—Music
Technical—Plastics
Technical—Plumbing
Technical—Printing
Technical—Sheet Metal Practice
Technical—Tailoring
Technical—Watch Making
Technical—Welding
Technical—Woodworking—Cabinet Making
Technical—Woodworking—Carpentry
Technical—Woodworking—General
Technical—Woodworking—Pattern Making
Technical—Special

PROVISION FOR PRIVATE-SCHOOL CANDIDATES

for the Secondary School Graduation Diploma

Note 1.—Where the principal of a private school applies to the Minister to have secondary school inspectors report upon his school with respect to the standard of instruction and the work of the pupils in the subjects of Grades 11 and 12 of the General Course, the Technical Course, the Home Economics Course, the General-Technical Course, the Commercial Course, or the Art Course, the Minister will arrange for the inspection.

Note 2.—Upon the recommendation of the principal of a private school where the inspectors have reported that the teaching and the work of the pupils are satisfactory, and of the Superintendent of Secondary Education, a Secondary School Graduation Diploma of the appropriate course will be granted to a candidate who has completed successfully the courses of study in Grades 11 and 12.

PROVISION FOR DEPARTMENTAL CORRESPONDENCE COURSES CANDIDATES

for the Secondary School Graduation Diploma of the General Course

Candidates who obtain the required Grade 12 standing through the Correspondence Courses offered by the Department of Education may be recommended for the Secondary School Graduation Diploma by the Director of Correspondence Courses. See Memorandum 1962-63: 5 or Memorandum 1963-64: 5.

PROVISION FOR PRIVATE-STUDY CANDIDATES

for the Secondary School Graduation Diploma

Note 1.—Where a candidate

- (a) has prepared himself by private study for examination in a subject of Grades 11 and 12 of the General Course, the Technical Course, the Home Economics Course, the Commercial Course, or the Art Course, and
- (b) has obtained at least 50 per cent on tests set at the end of the school year by the principal of a secondary school or of a private school where the Inspectors have reported that the teaching and the work of the pupils are satisfactory,

the principal shall give him a statement on the school stationery certifying that he has completed successfully the course of study in Grades 11 and 12 in the subject concerned. The principal shall indicate in which of the five above-mentioned Courses the standing has been obtained.

- Note 2.—The candidate shall notify the principal not later than April 1 of his desire to take the tests, and thereupon the principal shall arrange for him to take the tests.
- Note 3.—Where a private-study candidate notifies the principal of his desire to take tests in any of the subjects leading to a diploma in the Technical Course, the Home Economics Course, the Commercial Course, or the Art Course, the principal shall provide for tests in the practical as well as the written parts of the subject or subjects concerned.
- Note 4.—Where a private-study candidate has obtained from one or more principals evidence that he has completed successfully the course of study in Grades 11 and 12 in all the required subjects of one of the Courses, he should present this evidence to the principal of the school where he took the last of the tests. Upon receipt of this evidence, the principal shall recommend the candidate for a Secondary School Graduation Diploma of the appropriate Course.
- Note 5.—Except with the permission of his principal, a pupil may not be a private-study candidate at any school in a subject of Grades 11 and 12 of the general course that is taught in the day or evening classes of the secondary school or inspected private school he attends during the school year.
- Note 6.—A principal shall not be required to provide for a private-study candidate any question paper differing in content from the corresponding one prepared for his own pupils.

PROVISION FOR SUMMER-SCHOOL CANDIDATES

- Note 1.—Where, after the 1st day of January, 1961, a board of education, a collegiate institute board, a high school board or the Minister
- (a) conducts a summer school of at least six weeks' duration during July and August in subjects of Grades 11 and 12 of the general course; and
 - (b) obtains the Minister's prior approval of the summer school for the purpose of the granting of Grade 12 standing of the general course,
- the principal of the summer school may grant Grade 12 standing of the general course in a subject of Grades 11 and 12 to a candidate who
- (c) studied the subject in the day classes of a secondary school or of an inspected private school during the previous year;
 - (d) did not fail in more than two subjects at the end of the previous year;
 - (e) was recommended by his principal for admission to the summer school in not more than two subjects; and
 - (f) obtains a standing of at least 50 per cent in the tests set by the principal of the summer school.

Note 2.—On or before the 24th day of August, the principal of the summer school shall report the standing obtained by a candidate under this section to the principal of the school that the candidate attended during the previous year.

Note 3.—Grade 12 standing in a subject of Grades 11 and 12 of the general course that is granted by the principal of a summer school under these provisions shall be accepted by the principal of the school attended by the candidate during the previous school year as if it had been granted upon his report.

Note 4.—Where the principal of a secondary school or an inspected private school reports to the Deputy Minister on behalf of a candidate that he

- (a) failed to complete the requirements for the diploma at the end of the school year; and
- (b) through attendance and examination at a summer school completed the requirements,

the candidate will, upon the recommendation of the Superintendent of Secondary Education, be granted a Secondary School Graduation Diploma of the General Course.

Note 5.—The report of the principal referred to in Note 4 shall be made before the 1st day of September.

Secondary School Honour Graduation Diploma of the General Course

A Secondary School Honour Graduation Diploma will be granted, on the recommendation of the principal of a secondary school, to a candidate who has

- (a) attended for at least one year in Grade 13 day classes of a secondary school of the provincial system, and
- (b) obtained Ontario Grade 13 standing in English Composition and English Literature or beginning in 1964 in the subject Français (Composition et Littérature) and in at least six papers, other than Physical Education, chosen from the optional papers. (If Français is presented in place of English, the student may include English Composition and/or English Literature for credit towards the Diploma.)

NOTE—Algebra or Mathematics of Investment, Geometry, Trigonometry and Statics, History, Physics, Chemistry, Botany, Zoology, Accountancy Practice or Secretarial Practice, Music, and Geography will each count as one paper; the languages will each count as two papers.

GENERAL INFORMATION

GRADES 9 AND 10

Note 1.—Intermediate Certificates

A candidate will be recommended by the principal for an Intermediate Certificate when he has completed successfully the programme of studies in Grades 7 and 8 and one of the courses of study in Grades 9 and 10 with the required number of options.

No report will be made to the Department on behalf of a pupil at the end of Grade 7, 8, or 9.

No report will be made to the Department on behalf of a Grade 10 pupil who is not, in June 1964, entitled to an Intermediate Certificate. The provisions with respect to the Intermediate Certificate place upon the principal concerned the responsibility of ascertaining that the candidate has completed successfully the work of Grades 7, 8, and 9, even if he took all or part of that work in another school.

Therefore, it is imperative that a pupil who is changing schools at the end of Grade 7, 8, or 9 be provided with a definite statement indicating the extent to which he has mastered the course of the grade concerned.

Note 2.—Guidance

The Courses of Study for Group Work in Guidance are outlined in Curriculum I:3 and S:5.

In addition to the obligatory period of Guidance per week in Grade 9 and in the Special Courses in Grade 10, Group Work in Guidance to a maximum of one period per week in Grade 12, or its equivalent distributed over Grades 10, 11, and 12, may be provided by the principal to meet the needs of his pupils. If the principal considers it advisable, one additional period of Group Work in Guidance may be provided in Grade 9. Group Work should be supplemented by a suitable amount of individual counselling. For this purpose it is suggested that, for each 20 pupils enrolled in the school, at least one teacher-period a week be provided for counselling in the school time-table.

Note 3.—Physical Education

The course in Physical Education and the related course in Health are included in one course known as Physical Education. Of the four periods per week required for this subject in each grade, three periods will be assigned to an activity programme either indoors or outdoors, and one period to classroom instruction in Health.

GRADES 11 AND 12

Note 4.—Secondary School Graduation Diplomas

A candidate will be recommended by the principal for a Secondary School Graduation Diploma when he has completed successfully one of the courses of study in Grades 11 and 12 with the required number of options, provided that all of the work of Grade 12 has been taken in an Ontario secondary school or inspected private school.

No report will be made to the Department on behalf of a pupil at the end of Grade 11.

The provisions with respect to the Secondary School Graduation Diploma place upon the principal concerned the responsibility for ascertaining whether the candidate has completed successfully the work of Grade 11, even if he took that work in another school or obtained standing elsewhere in courses of study which in the opinion of the principal are equal in content to that of the Grade 11 work in the required subjects.

Therefore, it is imperative that a pupil who is changing schools at the end of Grade 11 be provided with a definite statement from his principal indicating the extent of his mastery of the work of Grade 11. Pupils should be warned to retain these statements for presentation to the principal concerned, particularly if they are planning to do part of the work of Grades 11 and 12 as private-study candidates.

Note 5.—Increase in Requirements

It should be noted that for the Secondary School Graduation Diploma of the General Course granted in June, 1961 and subsequent years, Grades 11 and 12 standing in four options is required.

Note 6.—Supplemental Tests

There is no provision for Supplemental Tests at the end of Grade 12 or in certain subjects at the end of Grade 11 except as set forth on page 59 of this circular.

Note 7.—Certain Grade 12 standing given on the basis of standing obtained on Grade 13 Departmental examinations

If a candidate's Grade 13 Departmental certificate shows that he has obtained 40 or more marks in Algebra, Geometry, Physics, Chemistry, or Music, the candidate is considered to have obtained Grade 12 standing in the paper concerned. If the Grade 13 Departmental certificate shows that a candidate has obtained 40 or more marks in each of the two papers in English or in another language, the candidate is considered to have obtained Grade 12 standing in the subject concerned. Such standing may be applied towards his eligibility for the Secondary School Graduation Diploma of the General Course, and shall be accepted by principals for this purpose.

Note that standing in Grade 13 History or Geography does not confer Grade 12 standing in these subjects.

Note 8.—Guidance

Where provision has been made in Grade 11 or 12 for Group Work in Guidance (Occupations) the course will be that outlined in Curriculum I:3 and S:5, Guidance Services in the Intermediate and Senior Divisions.

In addition to the obligatory period of Guidance per week in Grade 9 and in the Special Courses in Grade 10, Group Work in Guidance to a maximum of one period per week in Grade 12, or its equivalent distributed over Grades 10, 11, and 12, may be provided by the principal to meet the needs of his pupils. Group Work should be supplemented by a suitable amount of individual counselling. For this purpose it is suggested that, for each 20 pupils enrolled in the school, at least one teacher-period a week be provided for counselling in the school time-table.

Note 9.—Physical Education

The course in Physical Education and the related course in Health are included in one course known as Physical Education. Of the four periods per week required for this subject in each grade, three periods will be assigned to an activity programme either indoors or outdoors, and one period to classroom instruction in Health.

Note 10.—The Commercial Work option of the General Course

Courses of study for use in Grades 11 and 12 of Collegiate Institutes and High Schools offering the Commercial Work option of the General Course will be found in Curriculum I. and S.30.

Note 11.—Music and Art Options for Grades 11 and 12, General Course

For the Secondary School Graduation Diploma only one of the following options may be counted: Art,
Music.

Note 12.—The Technical Course

The courses of study leading to the Secondary School Graduation Diploma of the Technical Course will be found in Curriculum I. and S.27, Courses of Study, Grades 9, 10, 11, and 12, The Technical Course.

Note 13.—The Commercial Course

The course of study leading to the Secondary School Graduation Diploma of the Commercial Course will be found in Curriculum I. and S.8, Courses of Study, Grades 9, 10, 11, and 12, Commercial Courses.

Note 14.—Parts I and II required in certain subjects of the General Course

It should be noted that for Grade 12 standing in History, Agricultural Science, and Geography, the pupil must complete successfully the work of both Part I and Part II.

GRADE 13

Note 15.—History

The course in Grade 13 History is outlined in Curriculum S.9. The book, *North America and the Modern World* (Revised Edition) by McInnis meets the requirements of the course.

Note 16.—Geography

The course in Grade 13 Geography is outlined in Curriculum S.7. This subject will be accepted for admission to a Teachers' College. Pupils intending to proceed to a university course should enquire of the Registrar of the university concerned whether Geography will be accepted for admission to the course desired.

Note 17.—Physical Education

Two periods per week are suggested for this subject.

Note 18.—Mathematical Tables for Grade 13

At the Departmental examinations in Algebra, Geometry, Trigonometry and Statics, if mathematical tables are required, the 5-figure tables published by the Ryerson Press shall be used. At the Departmental examination in Mathematics of Investment, if mathematical tables are required, the 7-figure tables issued by the Department of Education shall be used.

In order that candidates may not be handicapped in writing Departmental examinations, principals might well encourage the use of the proper tables by their classes throughout the year.

Note 19.—Slide Rules and Stencils

A candidate shall not be permitted to use a slide rule or a stencil for the making of drawings or diagrams on any Departmental examination.

Note 20.—Art

The course in Grade 13 Art is outlined in Curriculum S.13 dated 1962. This subject will be accepted for admission to Teachers' College. Pupils intending to proceed to a university course should enquire of the Registrar of the university concerned whether Art will be accepted for admission to the course desired.

THE ADVANCED TECHNICAL EVENING COURSE

The requirements for the Advanced Technical Evening Course Certificate are outlined in A.T.E.C. No. 1.

